



EMPLOYMENT OPPORTUNITIES

CITY OF MINNEAPOLIS
City of Minneapolis Human Resources Department
250 South 4th Street, Room #100
Minneapolis, MN 55415
(612) 673-2282
<http://www.minneapolismn.gov/jobs>

Employment Opportunities as of Monday, March 28, 2016

| Job # | Job Title | Job Type | Salary | Issue Date | Filing Date |
|------------|---------------------------|-----------|--------------|------------|-------------|
| 2016-00074 | Community Service Officer | Part-time | \$16.27/Hour | 03/28/16 | 04/15/16 |

Department:

Police Department

Position Description:

***Supplemental documents will not be accepted by email, fax or in person.**

***All documents must be uploaded and submitted with your on-line application.**

A Community Service Officer (CSO) works approximately 20-30 hours per week in the Minneapolis Police Department up to three years while enrolled as a student in an approved, two-year law enforcement program and/or working toward completion of MN Peace Officers Standards and Training (POST) licensing requirements. CSO's assist the police department and community by promoting intercommunication, understanding and cooperation between department personnel and the diverse communities of the City of Minneapolis. The CSO is a civilian position which has the possibility of promotion to a full time Police Officer position.

NOTE: This exam is being offered to establish a list to fill vacancies as they may occur.

INFORMATION SESSION (optional):

The Minneapolis Police Department has prepared a detailed information session which you are highly encouraged to attend. Attendance is optional for all applicants or potential applicants. Registration is NOT required. We will highlight and discuss the following:

- Application process and educational requirements
- Fitness Exam details
- Background Investigation information
- Oral Exam expectations
- Medical, psychological, and drug & alcohol testing
- CSO Academy and Education Program

Tuesday, March 29 from 6pm-8pm

Tuesday, April 12 from 6pm-8pm.

Location: Special Operation Center (SOC) 4119 DuPont Ave No, MN 55412.

Parking: Street parking is available or parking in the Church parking lot.

ELIGIBLE LIST WILL EXPIRE SIX MONTHS FROM THE DATE OF CERTIFICATION.

Job Duties and Responsibilities:

(Including but not limited to)

- Assists patrol officers in non-enforcement activities

- Responds to citizen requests for service
- Maintains police vehicles and equipment as assigned
- Picks up and delivers correspondence for the department and community organizations
- Identifies and reports criminal activities
- Assists citizens in identifying crime prevention techniques
- Recovers abandoned property
- Assists in traffic control of special events, major fires, parades and accidents
- Assists department officers or other agencies in providing transportation as requested
- Must pass periodic performance evaluations

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|------------|--|---------------------------------------|---------------------|
| 2016-00062 | Custodian, Property Services (T) | Intermittent \$13.84 - \$16.76 hourly | 02/11/16 Continuous |
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Department:

Finance & Property Services

Position Description:

This job opportunity does not guarantee full-time permanent City employment or benefits.

NATURE OF WORK

The Custodial Services Team is responsible for maintaining a safe, clean and healthy environment at the locations we are assigned to clean as well as upkeep of the exterior grounds and safety related issues (some minor snow and ice removal in winter months) as assigned.

This posting has been amended to extend the application period. The initial review of applications will take place after Friday, March 11, 2016. However, the posting will remain open until further notice.

Job Duties and Responsibilities:

(Including but not limited to the following)

- Responsible for daily Custodial Services required by facility as assigned.
- This includes cleaning the following areas. Carpeted areas, restrooms, showers, locker rooms, hard floors, removal of trash and sharps containers (when full) along with the collection of recycling and organics. General office cleaning in office areas, private as well as cubicle areas. Cleaning of breakrooms and kitchens, lobbies, stairwells and the general cleaning of the facility included but not limited to dusting of common areas, vending areas, cleaning and sanitizing drinking fountains.
- These duties will also include periodic "Project Work" such as extraction of traffic lanes in carpet, scrub and recoat of hard surfaces that have floor finish as well as cleaning the grout in the restroom/breakroom tile with a rotary scrubber.
- Other duties as assigned:
- Assist with moving cleaning equipment as needed in order to facilitate cleaning tasks and or Utility Work. Report any security and or maintenance issues to immediate Supervisor as well as any significant customer's requests for additional services.

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| 2016-00108 | Deputy Director, Operations | Full-time | \$88,894.00 - \$105,378.00 annually | 03/21/16 04/03/16 |
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Department:

REGULATORY SERVICES

Position Description:

Manage departmental projects and operations including finance, information technology, business planning, human resources, performance measurement, emergency management, organizational development, workplace culture, fleet, space, and workforce planning. Responsible for

interdepartmental and intradepartmental coordination of data analysis, projects, communications, and coordination of public policy process and implementation, committee actions and council process, and oversight of legal process coordination

Job Duties and Responsibilities:

- Lead Regulatory Services Department visioning and planning efforts, including long-range planning, customer service, and continuous improvement efforts.
- Manage the development, implementation and accountability of Department business plan; monitoring status of ongoing Department and cross-divisional projects and issues. Prepare options and solutions to assist in department efforts and projects.
- Oversee development of departmental budget, financial reporting and activity, including department policies, procurement, purchasing and fleet
- Lead interagency and legislative policy development process, working with Department leaders and policymakers, as well as outside organizations, governments and the business community.
- Oversee departmental information technology projects and processes, including ongoing support for technology and space projects and representing the department on enterprise technology initiatives
- Develop and manage initiatives that address specific areas of concerns; and initiate a departmental response to enterprise wide initiatives as appropriate. Assist director in leading priority initiatives and projects both internal and external to the Regulatory Services Department.
- Direct the Department's liaison activities between Regulatory Services and other Departments and agencies, both locally and State-wide, as well as develop new contacts for the Department. Lead or participate in interdepartmental teams that coordinate the Department and/or the City's core processes, including strategic planning and goal setting, management team building, business planning, resource allocation, and performance measurement.
- Oversee the preparation of reports, research efforts, planning documents and presentations to elected officials, stakeholder groups and the public.
- Develop and implement internal and external communication strategies to inform and engage Elected Officials, City staff, community partners and the general public in the work of Regulatory Services.
- Work with Culture Team to implement programs and initiatives that will improve and maintain a positive and productive work place culture.
- Work with Human Resources Generalist and department staff on overall management of Regulatory Services staffing and processes
- Act as a Department representative for labor relations and employee relations matters.
- Work with Deputy Director of Administration and Community Engagement on performance review process and personnel issues.
- Provide leadership and direction to Regulatory Services leadership and staff on strategic business planning, performance management, human resources issues, information systems, and other operations activities.
- Work with Leadership Team on integrating and aligning business lines/functions with roll out of the new land management system.
- Work with Deputy Director of Administration and Community Engagement to ensure city-wide policies and plans are integrated into internal operating documents and efforts such as strategic planning, visioning and business planning.
- Lead efforts at planning and coordinating emergency management preparedness.
- Oversee and serve as primary contact regarding risk management issues and efforts.

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| 2016-00068 | Elections Support Specialist I - Absentee Voting | Full-time | \$17.19 - \$18.46 hourly | 02/23/16 Continuous |
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Department:
CITY CLERK

Position Description:

Assist with various Election activities: customer service, assist voters, process absentee ballots, answer phones, provide election information to the public, prepare election materials, and general clerical duties as needed.

Elections will be hiring Seasonal Election Support Specialists through September.
These are temporary positions from 6/1/16 through 8/15/16 and 9/1/16 through 12/1/16.

Job Duties and Responsibilities:

- Answer questions regarding election services
- Assist voters with in-person absentee voting.
- Process absentee ballot requests, completed absentee ballots, and prepare absentee ballots for tabulation.
- Screen phone calls, answer and respond to general inquiries or route calls to appropriate personnel, and monitor reception area.
- Provide election-related information to voters on request, by telephone, e-mail, written correspondence and in-person.
- Assist in processing mail.
- Prepare election materials for distribution.
- Perform a wide range of clerical duties related to election operations.

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| 2016-00073 | Elections Support Specialist II - Absentee Voting | Full-time | \$17.71 - \$19.52 hourly | 02/23/16 Continuous |
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Department:

CITY CLERK

Position Description:

Act as a lead and perform a wide variety of duties and activities related to the administration of elections, processing and analyzing voter data and absentee voting documents, maintain and update information in Election Management System (EMS) and Statewide Voter Registration System (SVRS), recruit and assign election judges, and perform other election-related duties as assigned.

Elections will be hiring Seasonal Election Support Specialists through September.
These are full-time positions from 6/1/16 through 8/15/16 and 9/1/16 through 12/1/16.

Job Duties and Responsibilities:

- Participate in and act as lead in processing election judge applications and records; verify accuracy of data; investigate incomplete applications; assist in training and polling place assignments.
- Participate in updating of training materials, and assist in the development of staff training programs.
- Provide coaching for new employees in policy and procedure and election department activities
- Process absentee ballot applications; review completed absentee ballots; accept or reject in accordance to MN law; and update voter record in SVRS.
- Provide election-related information to voters on request, by telephone, e-mail, written correspondence and in-person, interpreting election-related Federal, State Statutes and Rules, City Ordinances, laws and procedures.
- Maintain and update EMS within assigned program or EMS module.
- Provide election-related information to voters and the public upon request, by telephone, e-mail, written correspondence and in-person.
- Prepare and proofread forms, brochures, manuals, other written materials
- Collect and analyze statistics on various election activities.
- Perform other election-related duties, as assigned.

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| 2016-00104 | HR Consultant | Full-time | \$55,079.00 - \$76,172.00 annually | 03/21/16 04/08/16 |
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Department:

HUMAN RESOURCES

Position Description:

Act as a key member of a Human Resources Generalist (HRG) team serving in advisory and service delivery roles by providing a variety of Human Resources services to customer departments. The current vacancy is on the HRG team that supports the Public Works Department.

ELIGIBLE LIST WILL EXPIRE IN THREE MONTHS.

Job Duties and Responsibilities:

- Provide assistance and guidance to department heads, managers, supervisors and employees on a variety of HR topic areas.
- Provide guidance, consultation and coaching on employee relations issues, training, development, work plans, performance communications and developing and maintaining a diverse workforce.
- Provide guidance on and interpretation of policies, procedures, Civil Service Rules and labor contracts.
- Provide coaching and training to supervisors.
- Develop and administer staffing and recruitment plans and procedures designed to meet the changing needs of the customer and business environment.
- Teach and mentor others in new techniques and concepts.
- Monitor applicant flow to ensure a diverse applicant pool.
- Ensure completion and/or conduct adverse impact analysis to assess impact of selection devices on protected class groups and take necessary action to reduce or eliminate.
- Conduct, facilitate and/or serve as recorder/note taker/transcriber regarding workplace, misconduct and/or performance investigations.
- Consult with legal counsel on various issues, including, but not limited to: ADA, EEOC, Appeals, Performance Management, etc.
- Counsel and advise and serve as an advocate for customers.
- Act as back-up to the HRG when necessary or as assigned.
- Provide work direction and assistance to junior staff members and share expertise in order to educate others in the organization.
- Direct, and/or participate in the development and administration of a project or program from conception through implementation.

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| 2016-00114 | Program Aide II | Full-time | \$20.17 - \$27.38 hourly | 03/21/16 05/06/16 |
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Department:

CITY CLERK

Position Description:

Assist with the planning, development, implementation and supervision of task assignments for staff of various departmental programs and special community improvement programs.

These are temporary positions from 6/1/16 through 8/15/16 and 9/1/16 through 12/1/16 and will require some weekends and evenings.

Job Duties and Responsibilities:

- Assist with the development, supervision and implementation of various election-related programs.
- Assist with the resolution of problems that develop in relation to the activities of the program and direct and resolve complaints as necessary.
- Act as liaison between voters served, City Departments and other government agencies.
- Prepare materials and make presentations for the program assigned and assist in a variety of presentations to increase awareness, provide information about services, facilities, programs or legal requirements.
- Assist in planning, recruiting, and scheduling of Election Clerk I and Election Clerk II, screen and train to work in program assigned.
- Promote and recruit election judges, liaison with organizations, institutions and other agencies.
- Assist in filling out forms and preparing paperwork in order to complete application for specific programs or activities.
- Act as liaison between Elections & Voter Services and voters, election judges and participating organizations.
- Provide staff support clerical services for program.
- Assist with public relations efforts.
- Participate by providing support in planning, training and response as needed within assigned program.

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| 2016-00113 | Sustainability | Full-time | \$64,249.00 - \$88,157.00 annually | 03/24/16 04/14/16 |
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Program Coord-C

Department:
CITY COORDINATOR

Position Description:

The City of Minneapolis is committed to citywide economic opportunity, social equality, and environmental health. As a Sustainability Program Coordinator, you will work closely with City staff, elected officials, and the community in developing, implementing, and monitoring the City's sustainability efforts, especially focused on energy and climate change mitigation.

The eligible list for this position will expire three (3) months after it is established.

Job Duties and Responsibilities:

- Staff lead of the Minneapolis Clean Energy Partnership work, including its Energy Vision Advisory Committee.
- Analyze and respond on behalf of the city to utility, regulatory and legislative issues affecting energy strategy and policy with the ability to clearly explain complex issues.
- Sustainability Office staff lead on City's Energy Benchmarking Disclosure policy and implementation.
- Develop, monitor and measure environmental performance measures including benchmarking and best practice studies. Manage operational activities of the program or project, including record keeping, computer applications, grantor reporting, etc.
- Assess the need and work towards passage and implementation of new policies, programs and regulations as it relates to the City's energy and sustainability goals.
- Provide leadership in development and delivery of outreach, community events, educational programs and materials. Prepare and make presentations to groups, residents, and elected officials. Act as a liaison to create policies, promote sustainability and participate in community-wide sustainability projects.
- Lead and work collaboratively with multi-disciplinary project work teams on various work projects and programs including drafting the project scope, scheduling meetings, completing tasks, facilitating meetings, garnering consensus on recommendations, and preparing reports/presentations.
- Identify potential funding sources and financial incentives for implementing projects, prepare grant applications and partnership proposals, seek sponsorships and manage grant compliance.
- Engage all work through an equity and inclusion lens.
- Track progress on city and corporate greenhouse gas inventories and Compact of Mayors pledge.
- Assist in coordination of other teams such as the Community Environmental Advisory Commission as needed.

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| 2016-00105 | Systems Technical Full-time Analyst | \$64,356.00 - \$88,561.00 annually | 03/24/16 04/16/16 |
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Department:
Public Works

Position Description:

Provide operational data that supports the needs of the department. Assess business practices and technology products. Perform technical application support, maintenance, and development services for departmental systems such as Maximo, SharePoint, Granite XP, operational data systems and SCADA.

The Public Works department currently has two positions available. The positions are located in Water Treatment & Distribution and Surface Water & Sewer Divisions.

The eligible list will expire two (2) months after being established.

Job Duties and Responsibilities:

- Develops and maintains a professional relationship with the members of the supported organization

providing advice, assistance, training and guidance in their use of the application system(s). Utilizes an in-depth understanding of the supported business to facilitate the integration of the system into the supported organization's daily activities.

- Create and edit documentation of system solutions and maintain multiple software environments, including test and production.
- Write comprehensive, accurate and complete technical specifications derived from detailed business requirements to ensure business needs are met.
- Assist the division with data mining tools and processes.
- Work with the database administration on application performance issues.
- Analyze, configure, implement, and support business and critical applications.
- Provide IT Liaison services and support for enterprise software and applications.
- Plan and manage application upgrades and maintenance releases into production by preparing specifications, overseeing implementation plans, and testing software applications.
- Assist staff in resolving application software issues.
- Troubleshoot complex software applications to ensure reliable performance.
- Coordinate software change requests and help establish quality assurance policy and practices.
- Create training plans and perform individual or group training.
- Works with the users to develop or modify reports.
- Design and Implement departmental information technology solutions and recommend improvements that optimize performance.
- Perform quality assurance and quality control procedures on application databases to assist the division in maintaining data integrity.
- Manage assigned projects, schedule and chair meetings, assign tasks, and give progress updates to management.
- Plan, design, and support system interfaces.
- May serve as secondary support for SCADA system applications and be part of an after-hours on-call rotation.

Promotional Opportunities

| Job # | Job Title | Job Type | Salary | Issue Date | Filing Date |
|--------------|------------------------------------|-----------------|--------------------------|-------------------|--------------------|
| 2016-00124 | Customer Service Representative II | Full-time | \$18.95 - \$26.40 hourly | 03/25/16 | 04/03/16 |

Department:

CPED

Position Description:

This position is restricted to current employees of the Community Planning and Economic Development department in the City of Minneapolis

Under general supervision the position is responsible for assisting in the resolution of the more complex problems associated with City billing, permits and/or business license processing, and performing customer intake and triage, research, and processing of customer refunds

THE ELIGIBLE LIST WILL EXPIRE TWO (2) MONTHS AFTER IT IS ESTABLISHED

Job Duties and Responsibilities:

- Research/analyze/resolve complicated permit applications and development projects.
- Compose letters of explanation on complicated applications issues, to include spreadsheets, detailing each transaction on the application for the entire history of service.
- Interpret State Statutes, City Charter, City Ordinances and City billing, permitting, and licensing policies for customers.
- Assist in responding to customer inquiries via telephone, in person and/or in writing.
- Assist in preparing and conducting training for subordinate staff in all areas, including computer functions.
- Assist in maintaining policy and procedures.
- Research, analyze and resolve complicated billing problems involving water, sewer, solid waste, special fees for City services, state and local taxes.
- Act as lead worker by assisting and coaching other employees in resolving problems with customers in permitting, licensing, and billing.

- Prepare documentation and reports, etc. regarding City actions related to assigned work area.
- Write letters of explanation on complicated customer situations, including spreadsheets, detailing the entire history of service to establish an 'official' record.
- Under supervision act as a coordinator for specific projects or programs.

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| 2016-00130 | Senior Construction Mangement Specialist | Full-time | \$58,798.00 - \$80,908.00 annually | 03/28/16 04/06/16 |
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Department:

CPED

Position Description:

This position is restricted to current employees of the Community Planning and Economic Development department in the City of Minneapolis

Perform professional work evaluating and documenting building conditions and the presence of blight in prospective and current redevelopment projects and tax increment districts and coordinate construction and inspection functions in the process of acquiring, developing, improving, and maintaining properties within the City of Minneapolis.

THE ELIGIBLE LIST WILL EXPIRE TWO (2) MONTHS FROM THE DATE IT IS ESTABLISHED.

Job Duties and Responsibilities:

- Inspect buildings, site attributes, and physical conditions of properties and make estimates of the cost of repair and replacement.
- Review plans, proposals, and specifications for development projects to ensure compliance with appropriate rules and laws, and determine if they will be recommended.
- Evaluate physical condition of land and property in project areas or tax increment finance areas that are proposed to be purchased through 'eminent domain' for the presence of 'blight' according to State law.
- Negotiates with land lords and sellers to have repairs made or funds escrowed to cover the cost of repair or replacement.
- Ensure that plans to repair or replace meet the requirements of the Minnesota Tax Increment Financing Act, when this is appropriate.
- Makes recommendations about which projects should be funded.
- Review final plans and specifications before the closing on a contract.
- Arrange meetings with all applicable parties to review responsibilities and to inform parties of applicable rules such as the prevailing wage rules or apprenticeship requirements.
- Conduct annual inspections on Federal, State, and Local redevelopment sites, to help protect City funded assets throughout their life cycles.
- Conduct inspections for relocation activities to ensure sites meet the needs and requirements of the Uniform Relocation Act and that other federal, State and Local laws and regulations are met.
- Attend construction meetings and site inspections and approve draw requests, hard costs, etc.
- Inspect on-going and completed work, equipment, and materials to ensure compliance with plans and specifications.
- Work with non-profit developers to ensure that plans for emergency shelters meet necessary requirements and maximize development dollars.
- Report all compliance exceptions to the Project Coordinator.